

PROCEDURE FOR PROCESSING AIR INFORMATION REPORTS

16 June 1959

IR's with Minicard Code Sheets Attached

IR's with Minicard Code Sheets Attached but Already
Processed by Analysis Branch Coders. (Previously
Codes as indicated by batch number in lower right
hand corner)

Air Force Documents received without Code
Sheets.

1. Batchers prepares 3 batch control sheets (BCS)
2. Batch Air Force Code Sheets in the same order as they appear on the BCS. Mark envelope Air Conversion Send to Key Punch.
3. Batch documents in groups of 18 with matching batch control sheet. Mark envelope "Air Conversion" Send to Disseminators.
4. Disseminators. Handle Same as Air Regular. Send to Microfilm
5. Microfilm
6. Typist. Handle same as Air Regular. (Mats will be prepared so that long IBM cards will be made. Air Force Minicodes converted to Intellofax Codes will be punched on the reproduced cards.)*

1. Batchers will remove and destroy code sheet.
2. Documents will be sent to readers for Dissemination.

1. Screen for Nodex or batching
2. Batch regular

In general these documents received without code sheets are of two types.

1. Transmittals of open source publications (enclosures not received)
2. Notams and AIP's (Air Information Publications similar to Notams)

FOIAb3b

Any other reports not having code sheets should be reported to [redacted] Code 11 Ext. 5853L by the Sender Disseminator in Screening

FOIAb3a

*NOTE: Certain IR's bear the security restriction in fact WFOFON Restrictions.

Typists will enter such restrictions on the source card since they are

*Once monthly the Defense Senior Coder will review Air Force coding. This can be done prior to batching

*NOTE: Flashes will skip the Flash Clerk. Dissemination will be made by the readers.